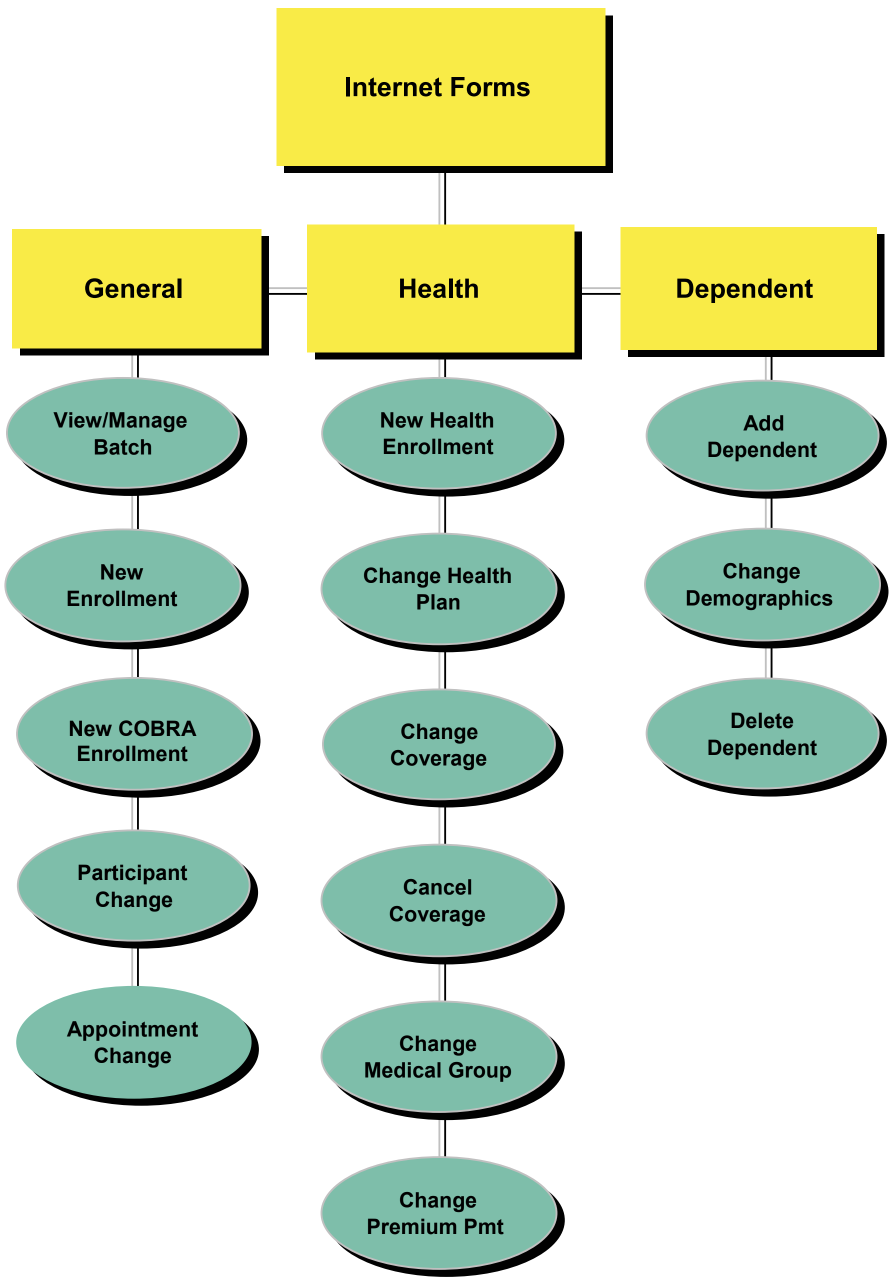
## INTERNET FORMS: GENERAL

When you log on to ACES and select Internet Forms, you will see three folders: **Internet Forms: General** (five document icons representing five different functions), **Internet Forms: Health** (six functions), and **Internet Forms: Dependent** (three functions). The diagram below is a map of Internet Forms functions available to ACES users.

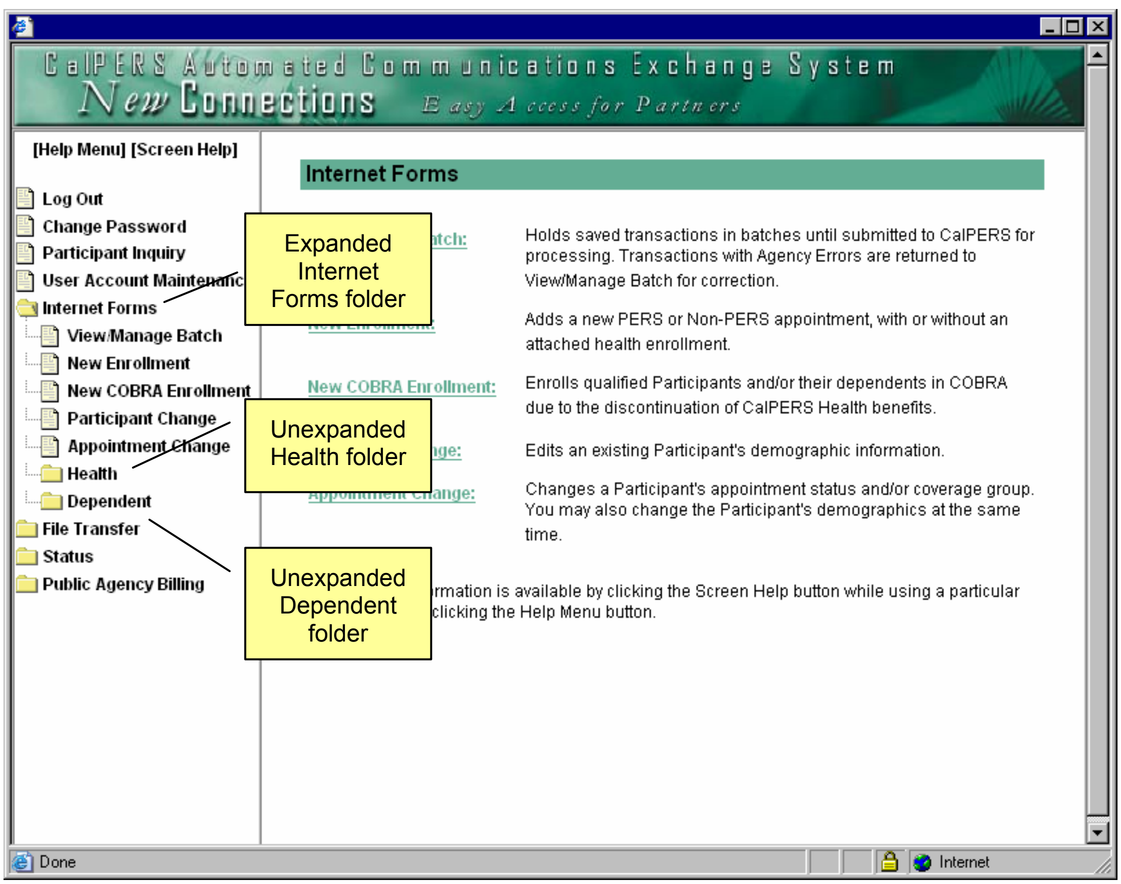


### The Internet Forms Function

The General category of Internet Forms has five functions:

| Function: | Purpose: |
|---|---|
| View/Manage Batch | Holds saved transactions in batches until submitted to CalPERS for processing. Transactions with Agency Errors are returned to View/Manage Batch for correction. |
| New Enrollment | Adds a new PERS or Non-PERS appointment, with or without an attached health enrollment. |
| New COBRA Enrollment | Enrolls qualified Participants and/or their dependents in COBRA due to the discontinuation of CalPERS Health benefits. |
| Participant Change | Edits an existing Participant's demographic information. |
| Appointment Change | Changes a Participant's appointment status and/or coverage group. You may also change the Participant's demographics at the same time. |

The screen below shows the Navigation List with the Internet Forms folder expanded. It shows the four functions of the Internet Forms: General category, and the unexpanded Health and Dependent folders.

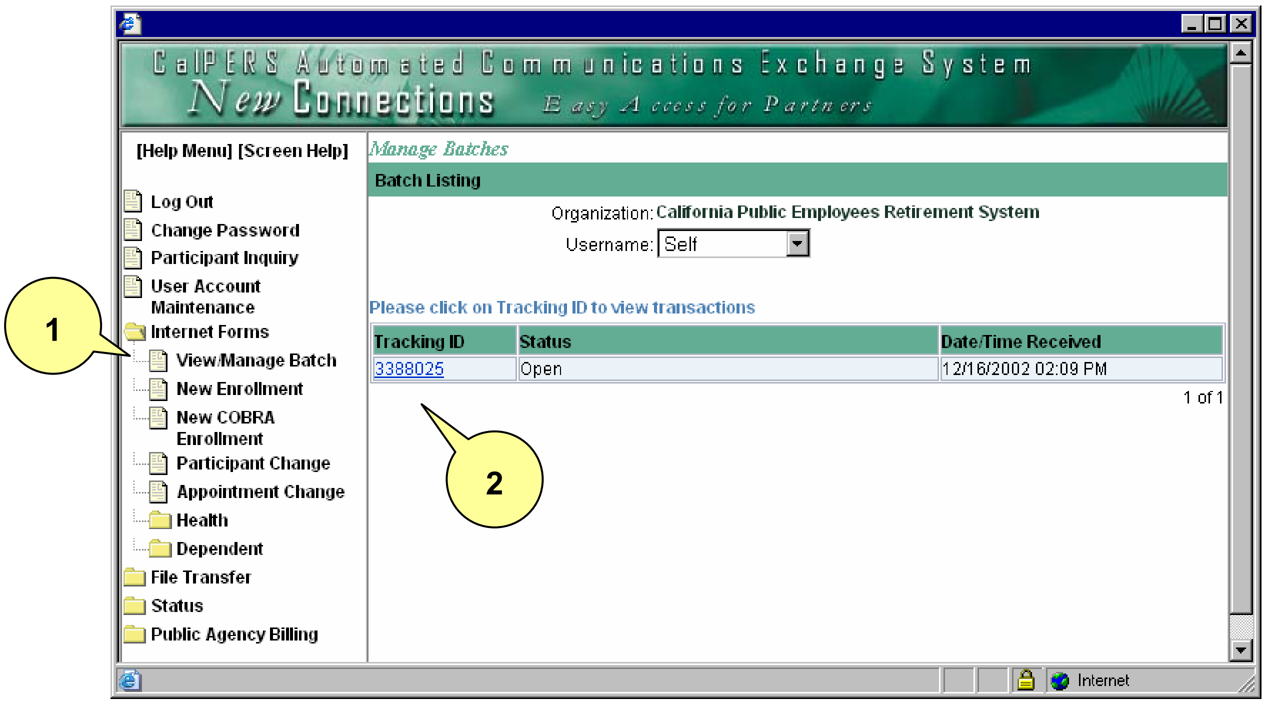


## View /Manage Batch

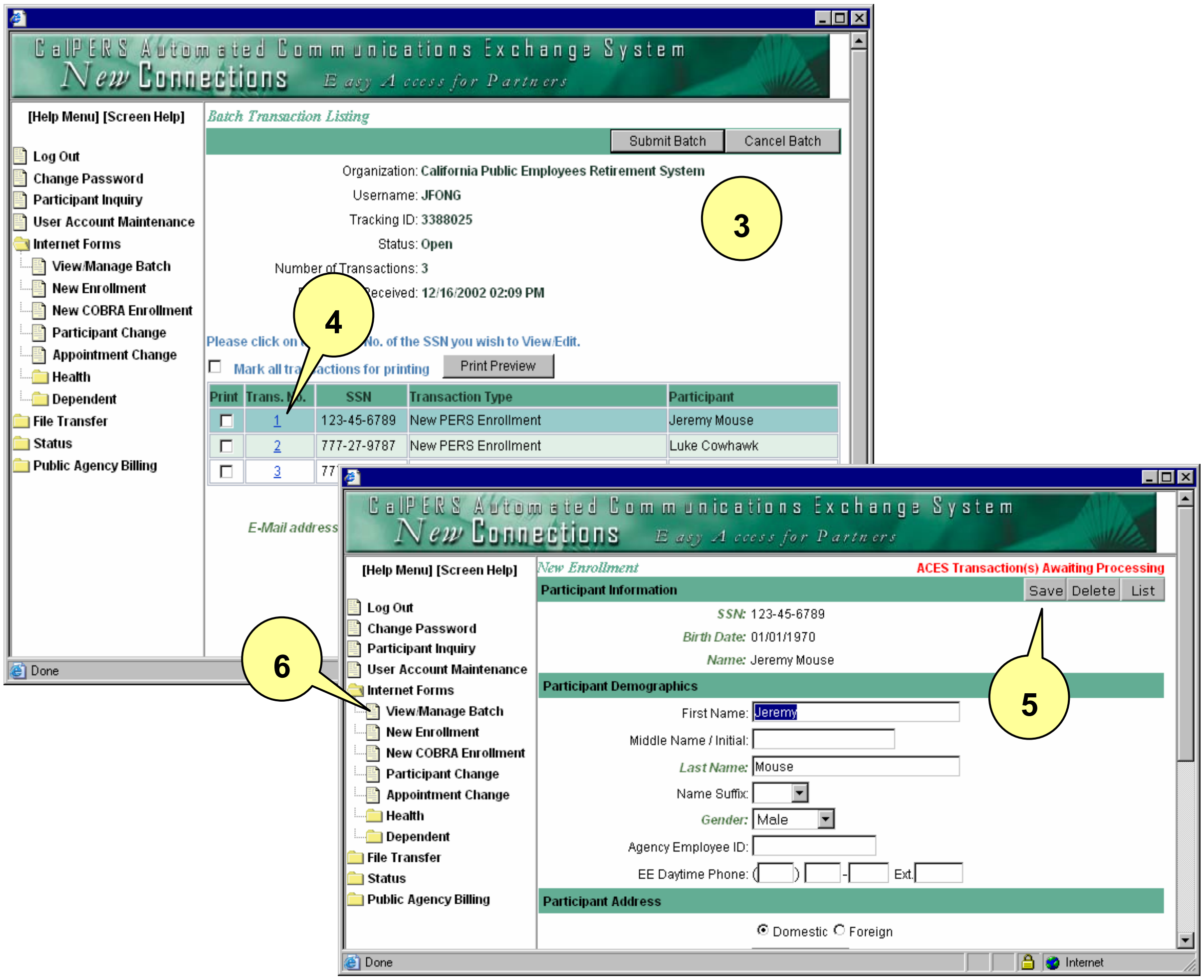
After you have entered and saved Internet Forms transactions, **View /Manage Batch** holds them until you are ready to submit them to CalPERS for processing (or until CalPERS picks up the batch for processing).

NOTE: You can submit more than one batch per day, up until the applicable deadline (see Page 8). However, the transactions you completed will NOT be processed unless you submit them using **View /Manage Batch**.

1. From the Internet Forms folder on the Navigation List, select **View /Manage Batch**.



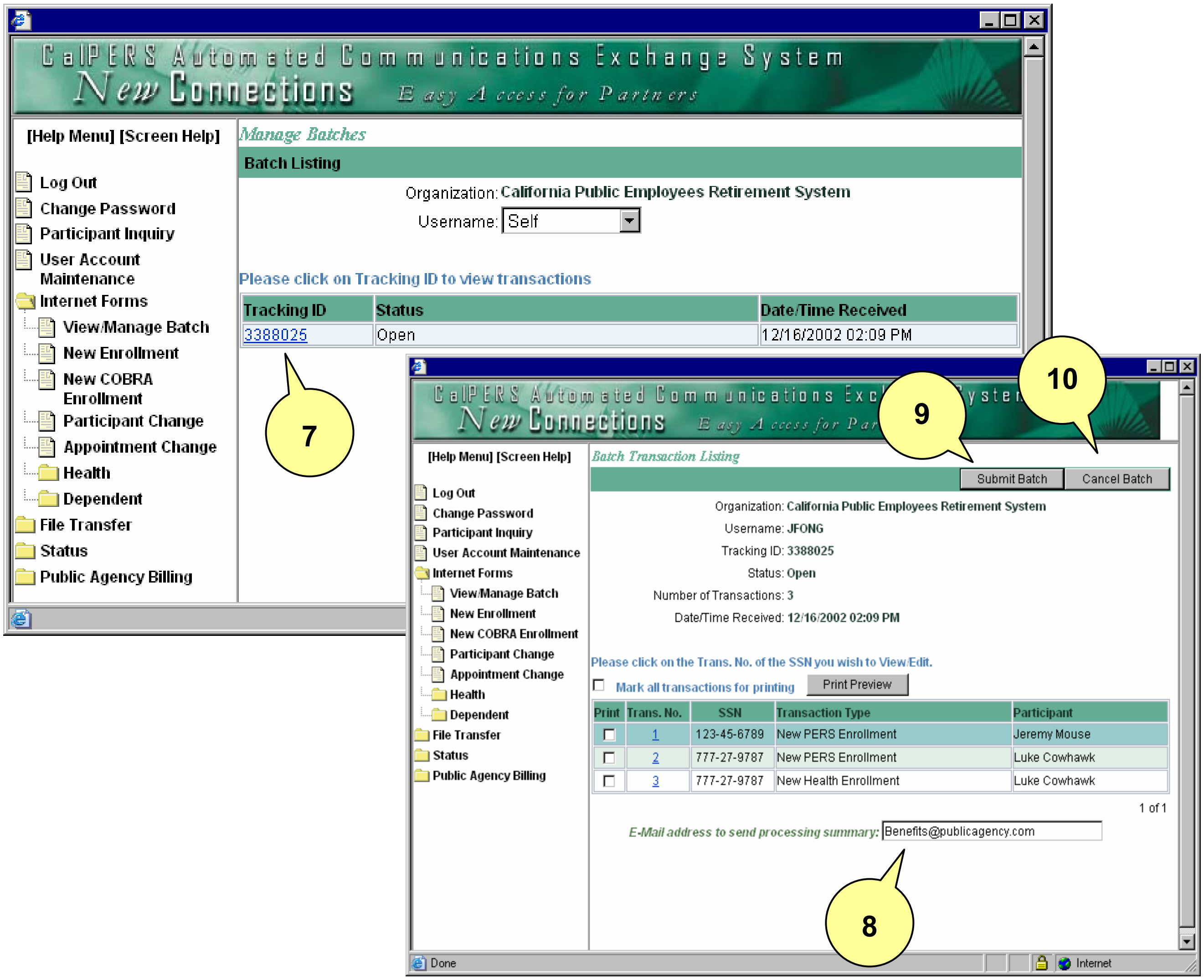

2. Click the Tracking ID of the batch you want to send to CalPERS for processing. Note: The Status column may show the following messages:
   - Open
   - Waiting to be processed
   - Error




3. A listing of saved transactions appears.
   - To view or make changes to a specific transaction, go to Step 4.
   - If the batch is ready to be submitted for processing, go to Step 8.
4. To view or make changes to a specific transaction, click on the Trans. No. next to the appropriate transaction.
5. Information already saved appears.
   - To change information, go to the desired field, make change(s), and click **Save**.
   - To delete a saved transaction, click **Delete**.
6. When you are satisfied that all transactions are correct and you are ready to send the batch to CalPERS for processing, select **View /Manage Batch** from the Navigation List.

**Reminder**

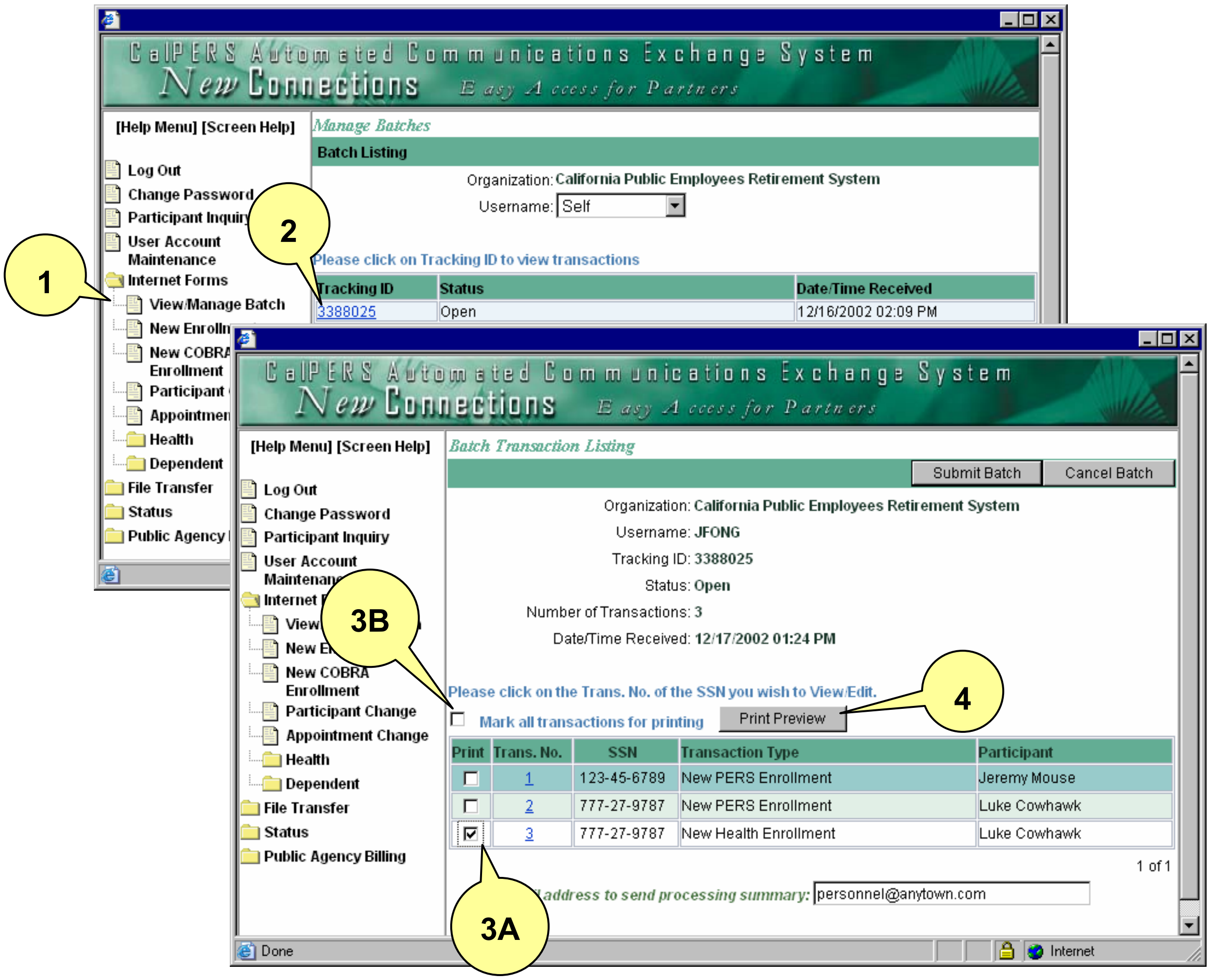
To add a transaction to a batch that has already been saved, you must re-open the batch, update and save the transaction, re-save, **and resubmit the batch via View/Manage Batch** in order for the batch to be processed.




7. On the Manage Batches screen, click the Tracking ID next to the batch to be submitted.
8. At the bottom of the Batch Transaction Listing, verify the e-mail address where the batch processing Summary Report should be sent (The Summary Report specifies the number of transactions submitted in the batch and the status of each transaction after processing. See the Error Correction Process section for additional details).
9. Click **Submit Batch** to submit the transactions to CalPERS for processing. You may reopen the batch any time before 3:00 p.m. to make changes. ***Reminder: If you reopen the batch to make changes, you must save the transaction and re-submit the batch for processing***.
10. If you want to cancel the entire list of transactions, click **Cancel Batch**.

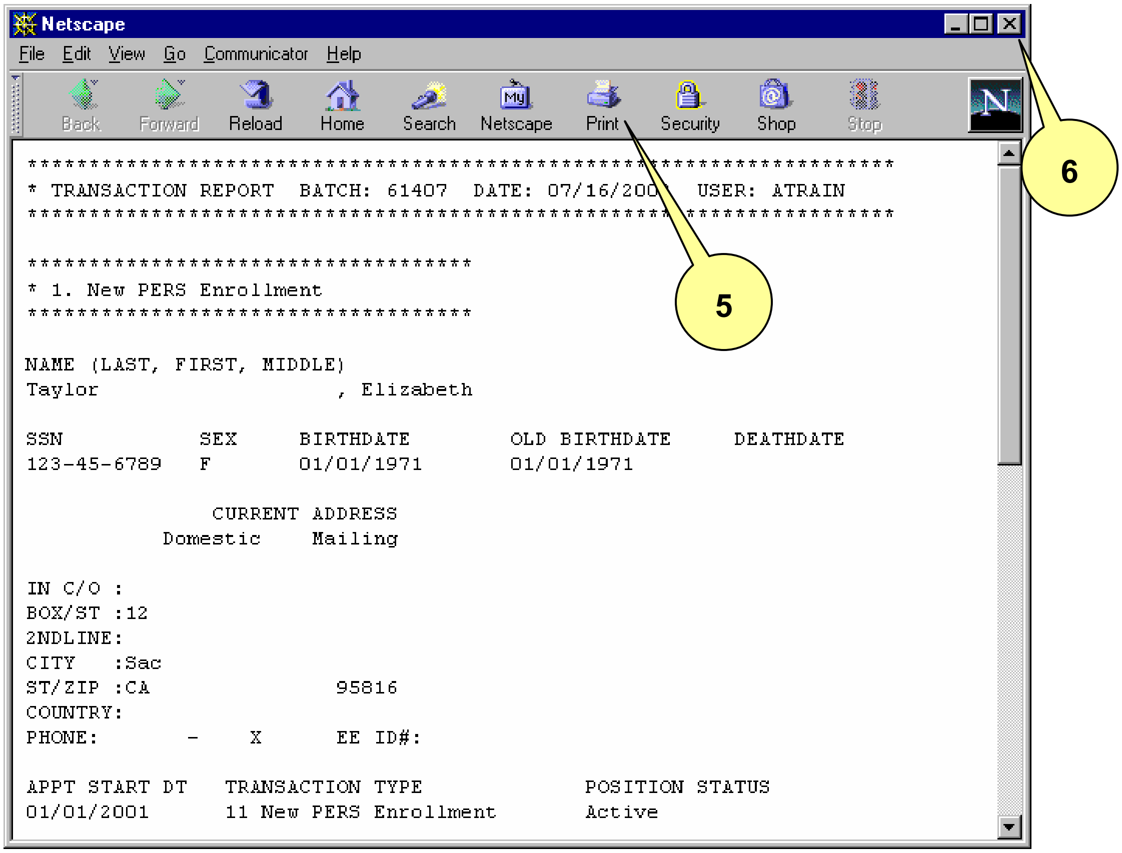
### Printing from View /Manage Batch

You have the option to print a list of all transactions from **View /Manage Batch** when the batch has not been submitted and is "Open", or when the batch has been submitted and is "Waiting to be Processed."



1. Click **View /Manage Batch** on the Navigation List.
2. Click on the Tracking ID to open the batch you wish to print.
3. Select transactions to be printed in either of the following ways:
   A. Check the box in the "Print" column to mark individual transactions for printing.
   B. Check the box "Mark all transactions for printing" to select all transactions.
4. Click **Print Preview** to format transaction(s) for printing (This formatting will take a brief amount of time, up to one minute). This will open in a separate browser window.

5. Click the "Print" button on your browser, or press Ctrl + P then "OK" to print the transactions. One transaction will be printed per page.




**<u>NOTE FOR NETSCAPE USERS</u>**: When using the "Mark all transactions for printing", the pages are not paginating correctly. In order to print one transaction per page, you must print each transaction individually. In addition, only the first page, up to a total of 11 transactions, can be printed. For this reason, if you desire to print your transactions, you should limit each batch to no more than 11 transactions per batch.

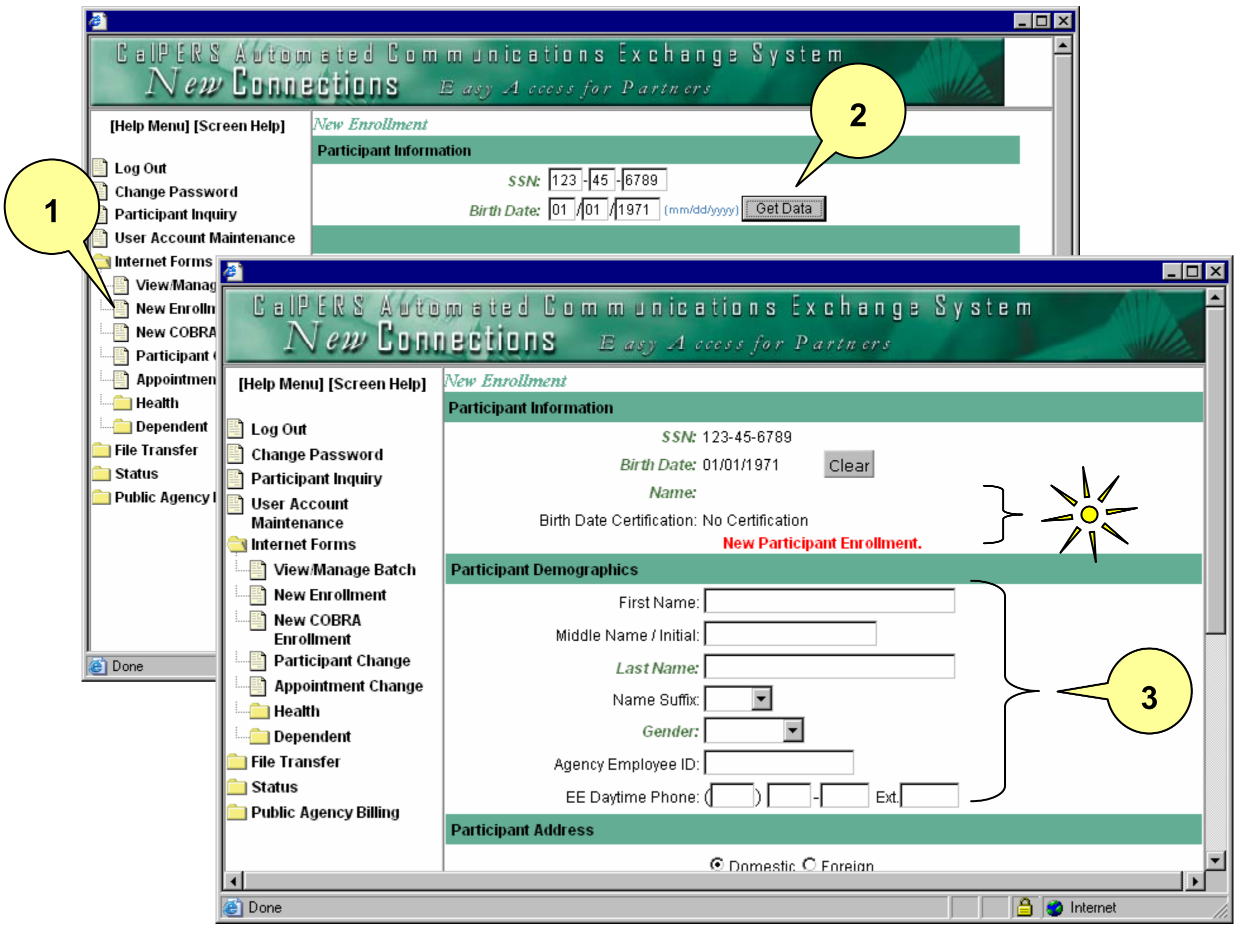
6. Click the "Close" **[X]** button to close the printing window.

## New Enrollment

Use the **New Enrollment** function to add a new PERS or Non-PERS appointment, with or without an attached health enrollment. **

> If the Participant has been previously enrolled for CalPERS Retirement benefits with your organization and is now enrolling for Health benefits only, use the **New Health Enrollment** screen.

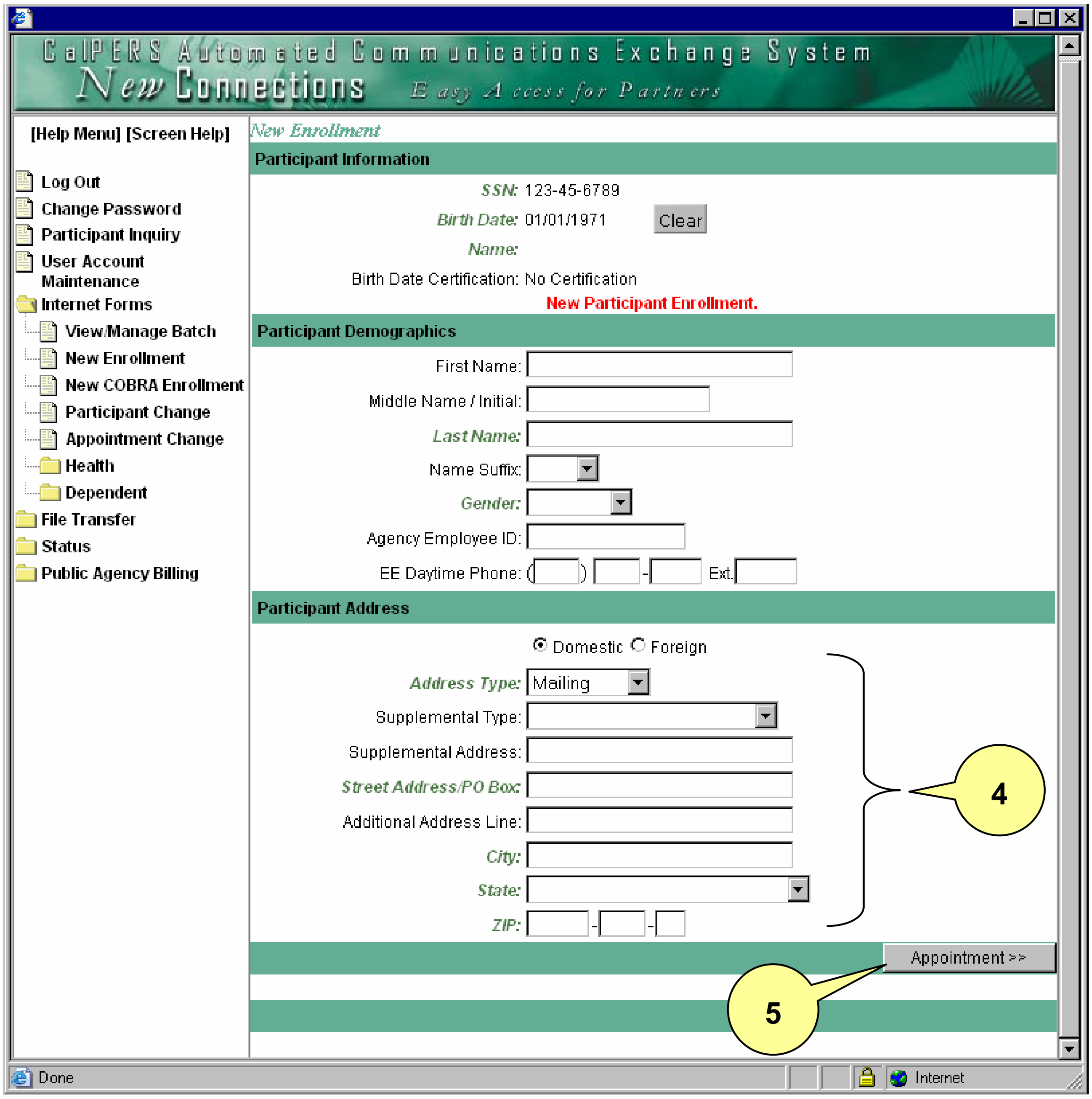
1. Select **New Enrollment** from the Internet Forms folder on the Navigation List.
2. Enter the Participant's social security number (SSN) and Birth Date, and click **Get Data**.



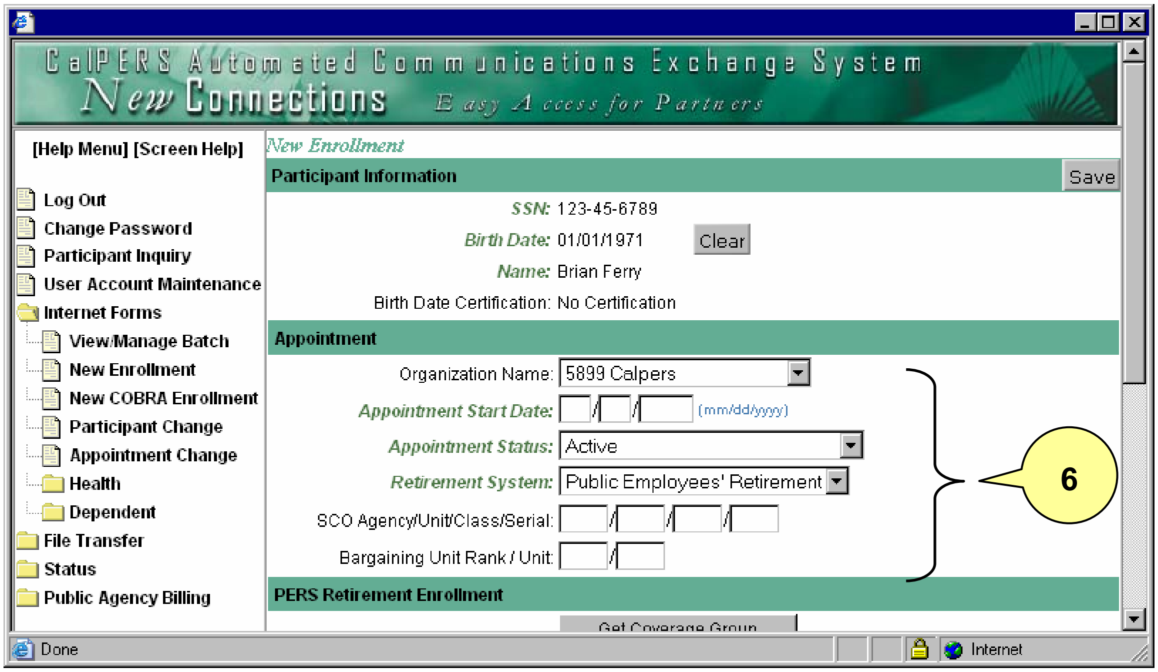

**NOTE: State Employers cannot enroll employees directly into CalPERS membership through ACES – this **must** be done through the State Controller's Office (PIMS).

- Birth Date Certification: Indicates whether the birth date currently on record has been certified with specific documents by CalPERS. If you believe this birth date is incorrect, you must contact CalPERS to have it changed.
- If the Participant does not have a pre-existing appointment, the message **New Participant Enrollment** appears in the Participant Information section. Birth Date Certification will display a status of "No Certification." Continue to Step 3.

3. If the Participant has a pre-existing appointment (i.e., enrollment with a previous employer), previous demographic information appears. If the information is correct, go to Step 4. If the information is incorrect, update the information.
   For new enrollments with no existing information in the system, first enter demographic data (***green/bold/italic*** fields are required):
   - First name
   - Middle name/initial
   - ***Last name***
   - Name suffix
   - ***Gender***
   - Agency Employee ID
   - Employee's (EE) daytime telephone number




4. Enter Participant's address.
   - Domestic or Foreign Address Type (the default is domestic)
   - *Address Type* (the default is Mailing)
   - Supplemental Address Type
   - Supplemental Address Line (prints above address line to be used with Supplemental Address Type)
   - *Street Address /PO Box*
   - Additional Address Line
   - *City*
   - *State*
   - *ZIP* (only first five digits are required)
5. Click **Appointment** to advance to the next New Enrollment screen.

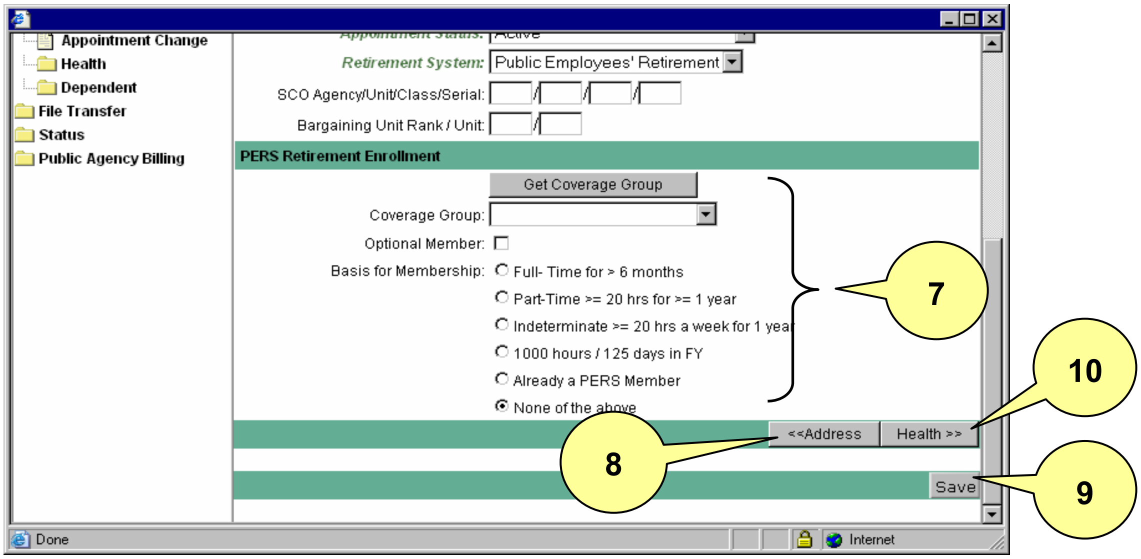



6. Enter Appointment information.
    - Organization name. Your organization name automatically populates this field. (If you are a registration servicer, select the name of the member's agency from the drop-down menu.)
    - *Appointment Start Date*
    - *Appointment Status* (the default status is Active)
    - *Retirement System* (the default is PERS)

Only State Employers will see the following fields (Note: Legislative employers should *not* enter data into these fields):

- *SCO Agency/Unit/Class/Serial* (use the most current external position number)
- *Bargaining Unit Rank/Unit*

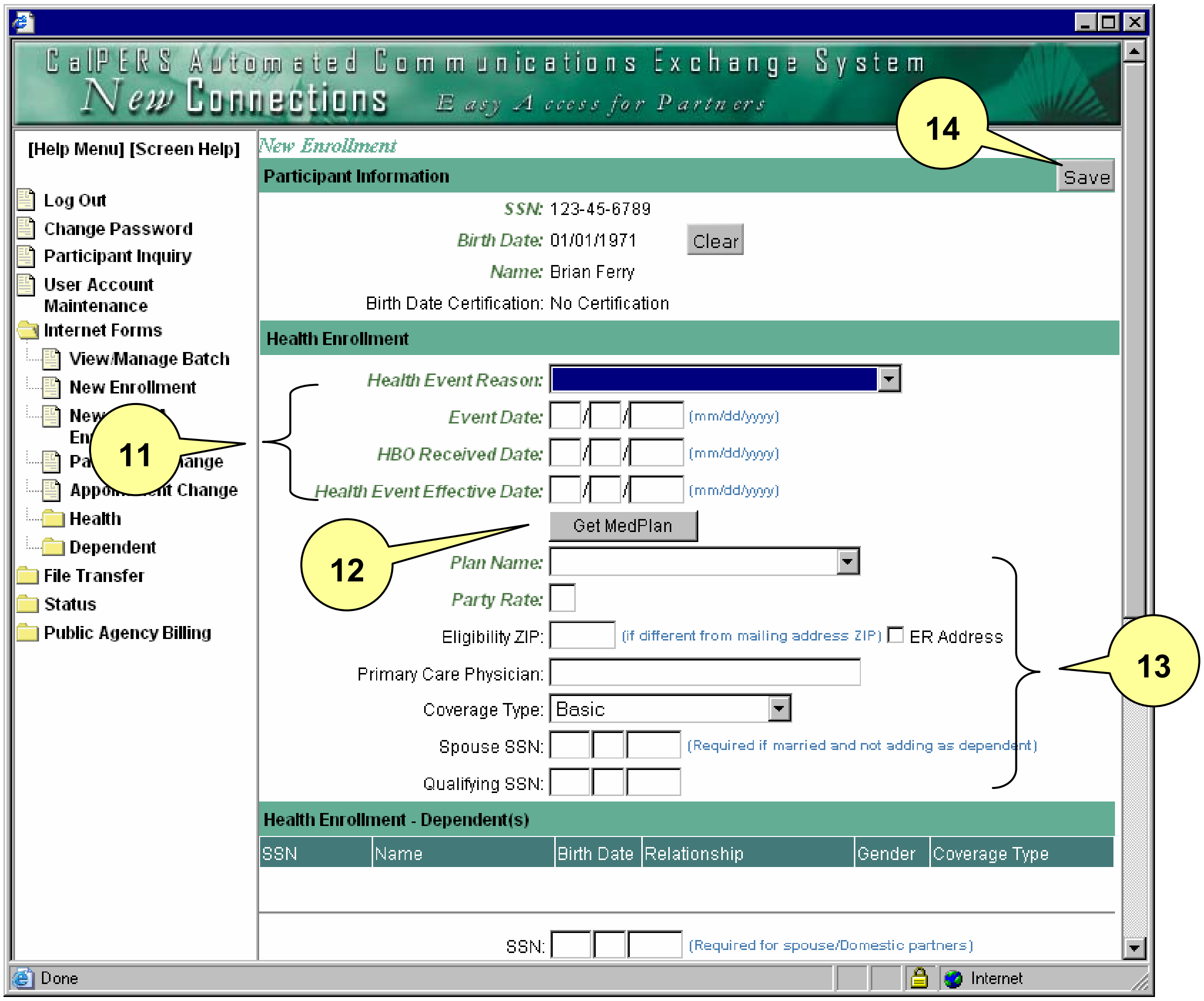
7. Click **Get Coverage Group**, and enter the following information if CalPERS was selected as the retirement system in Step 6.




- Coverage Group. Select appropriate value from the drop-down menu.
- Optional Member: This box should be checked if the employee is an "Optional" member (such as an elective officer or a legislative employee) that is electing to enter CalPERS membership. NOTE: For elective officers (e.g., City Council, County Board of Supervisors), the Election of Optional Membership form (AESD-59) must still be signed by the employee, and sent to CalPERS.
- Basis for Membership. Click the button to select the reason the Participant qualifies for CalPERS membership. (This section is optional.)
  - Full time for > 6 months: Appointment requires full-time continuous employment for more than 6 months, or full-time employment actually continues longer than 6 months.
  - Part time >= 20 hours a week for >= 1 year: Position requires regular part-time service of at least 20 hours per week for 1 year or longer.
  - Indeterminate >= 20 hrs/wk: Hours worked vary, but will average at least an average of 20 hours per week for 1 year or longer.
  - 1000 hours/125 in FY: Employee has completed at least 1000 hours (if paid on hourly basis) or 125 days (if paid on daily basis) within the period from July 1 through June 30.
  - Already a CalPERS member: The person is currently a “member” of CalPERS (i.e., has contributions/funds on deposit). Such persons will qualify for membership immediately upon appointment, regardless of Appointment Tenure or Time Base.
  - None of the above: Select this if none of the above options apply (e.g., if qualification is based on a court order, direction from CalPERS staff, etc.).

8. If you wish to view (or have corrections to) demographic or address information, click **Address**. Return to Step 3.
9. If the Participant is only enrolling in Retirement benefits with CalPERS, and all information is correct, click **Save**.
10. If the Participant is also enrolling in Health benefits with CalPERS, click **Health**.

**Don't forget to submit your batch via View/Manage Batch!**



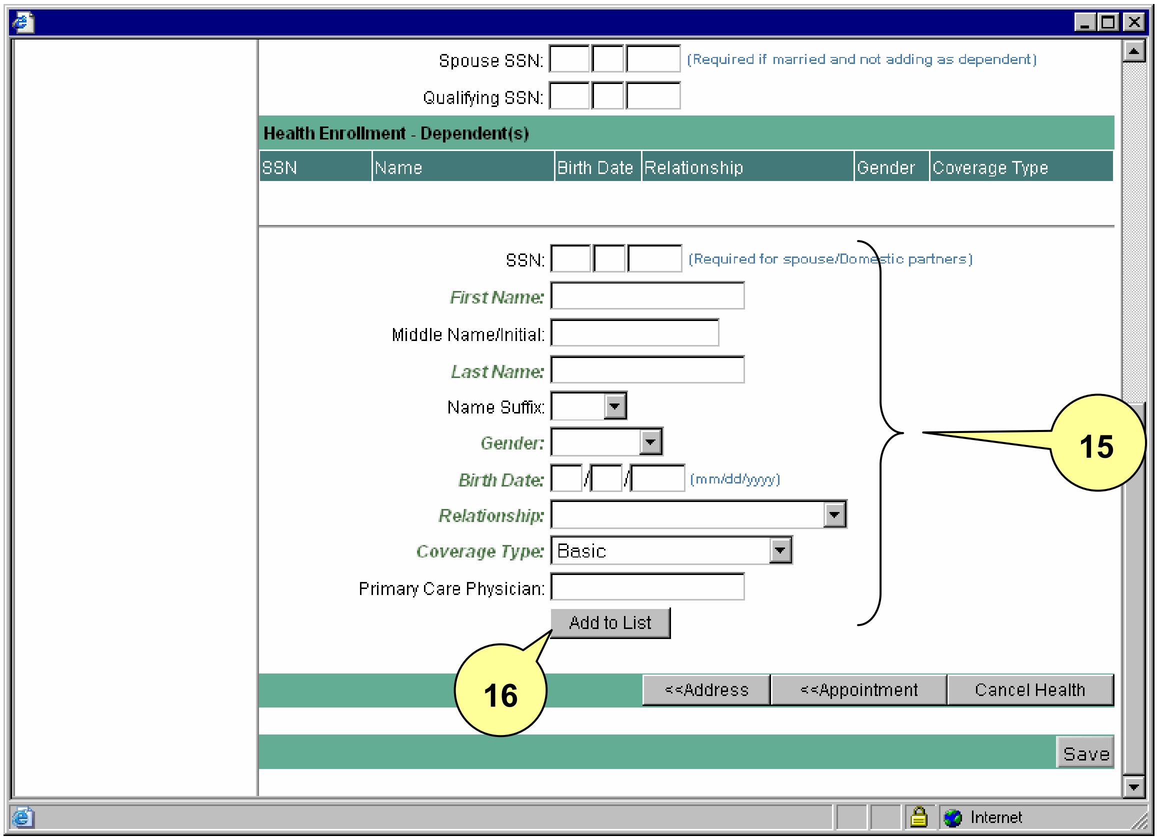

11. Enter Health Enrollment information (***green/bold/italic*** fields are required):
    - ***Health Event Reason***
    - ***Event Date***
    - ***Health Benefits Officer (HBO) Received Date***
    - ***Health Event Effective Date***

12. Click **Get MedPlan.** This queries ACES for all Medical Groups and Health Plans effective on the health event effective date and populates the ***Plan Name*** drop-down list for selection. This includes future effective dates.

13. Continue to enter Health Enrollment information:
    - ***Plan Name*** ACES provides a list of available plans.
    - ***Party Rate*** See Glossary or on-line Help for definition.
    - Eligibility ZIP (Complete this field only if necessary to qualify for a specific plan or if different from mailing ZIP code).
    - ER Address. Check this box when the enrollment is based on the Employer's ZIP Code.
    - Primary Care Physician.
    - Coverage Type (the default is Basic).

- *Medical Group* (State Agencies will not see this field. This applies to public agency and school district employees only).
- Spouse SSN. Required if married, unless spouse/domestic partner will also be a dependent on Participant's Health coverage; in that case their SSN is entered in the Add Dependent list (see Step 15).
- Qualifying SSN (Required when enrolling in own right due to loss of other CalPERS coverage)

14. If Participant has dependents to enroll, go to Step 15. If no dependents, click **Save**.




15. To enroll dependents, enter dependent information (***green/bold/italic*** fields are required).
    - SSN (Required for dependent who is a spouse or domestic partner. Users are also encouraged to enter SSNs for all dependents if possible).
    - ***First Name***
    - Middle Name/Initial
    - ***Last Name***
    - Name Suffix
    - ***Gender***
    - ***Birth Date***
    - ***Relationship***
    - ***Coverage Type*** (the default is Basic)
    - Primary Care Physician
16. When you have entered all required information, click **Add to List.** *If this step is skipped, dependent information will not be sent to CalPERS.*
    - If this is the only dependent to be added, go to Step 20.
    - To enroll additional dependents, return to Step 15.

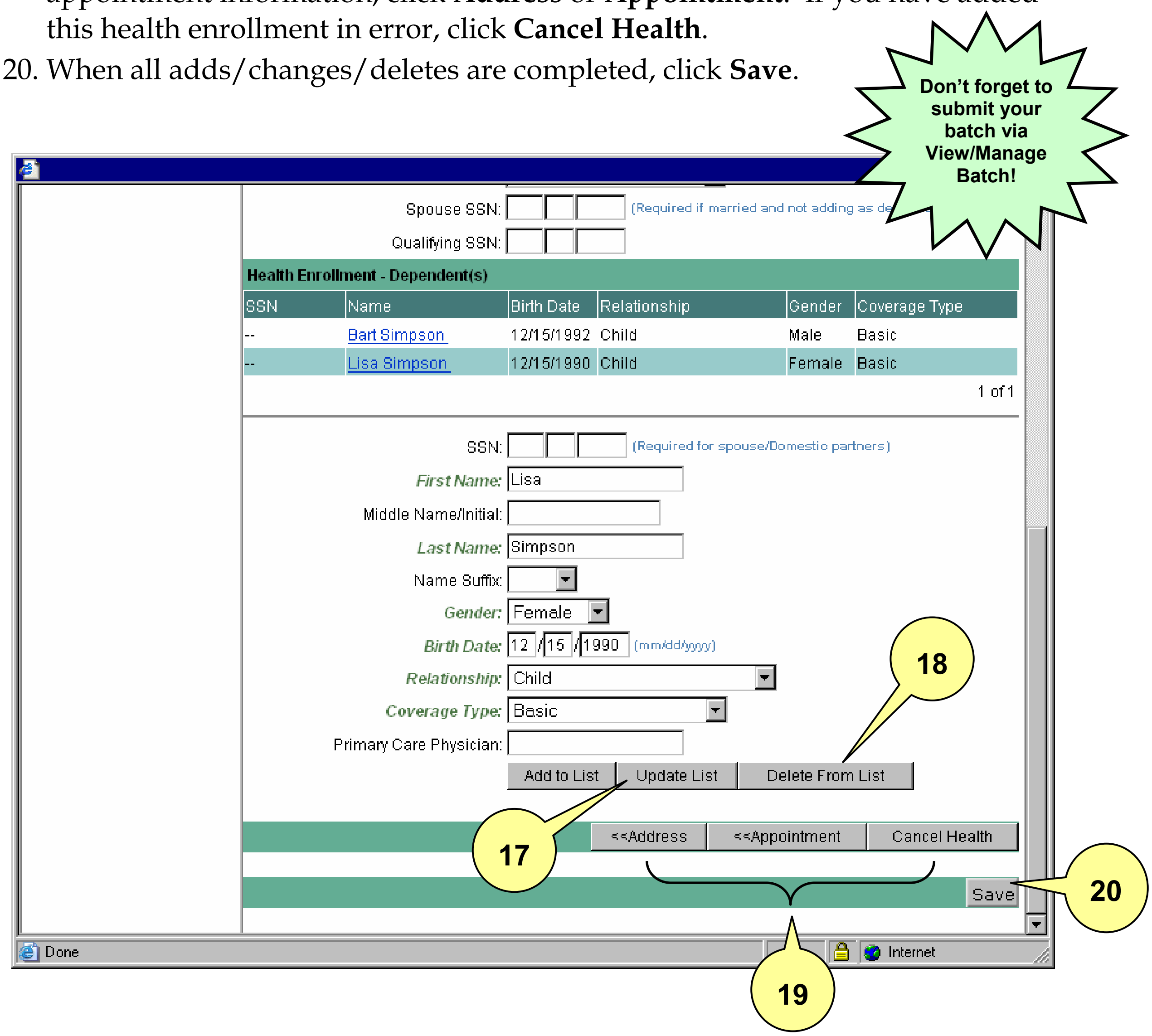
**Important Note Regarding Previously Existing Dependents:**

If an employee previously had health coverage from CalPERS through another employer, any previous dependents will be listed in the Dependent List. In order for the dependents to become active under the new plan, you must select the dependent name of each dependent. The ***coverage type*** then defaults to "Basic." Click **Update List**, then save your transaction.

For more information about dependents, see the section Internet Forms: Dependent.

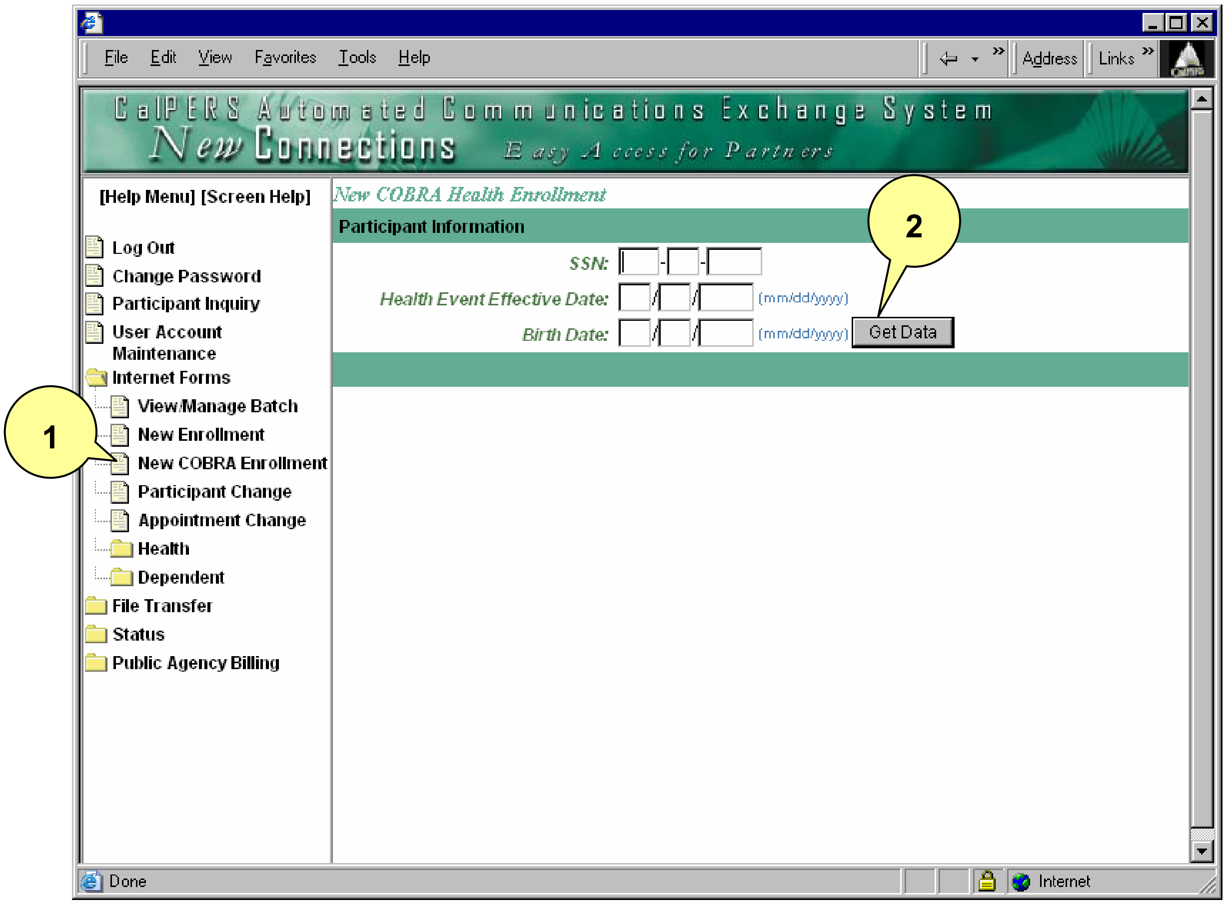
- To add, change, or delete information for a dependent you've just added, go to Steps 17-18.
- To add, change, or delete the *Participant's* demographic/address information, go to Step 19.

17. To make changes to a dependent you've just added (but before you've saved), click on the dependent's name. When information appears, make the desired changes. Click **Update List**. (Do NOT click **Add to List**; otherwise, another dependent will be created.) When you are satisfied that all information is correct, go to Step 20.
18. To delete a dependent you've just added (but before you've saved), click on the dependent's name. When information appears, click **Delete From List**. When you are satisfied that all information is correct, go to Step 20.
19. If you need to correct or add information to the Participant's address or appointment information, click **Address** or **Appointment**. If you have added this health enrollment in error, click **Cancel Health**.
20. When all adds/changes/deletes are completed, click **Save**.

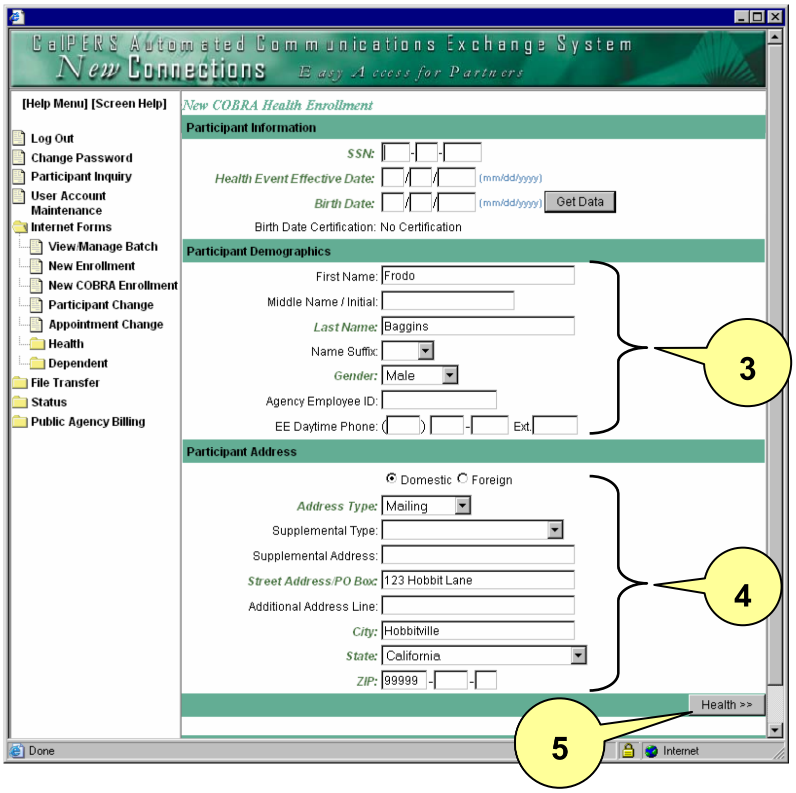


### New COBRA Enrollment

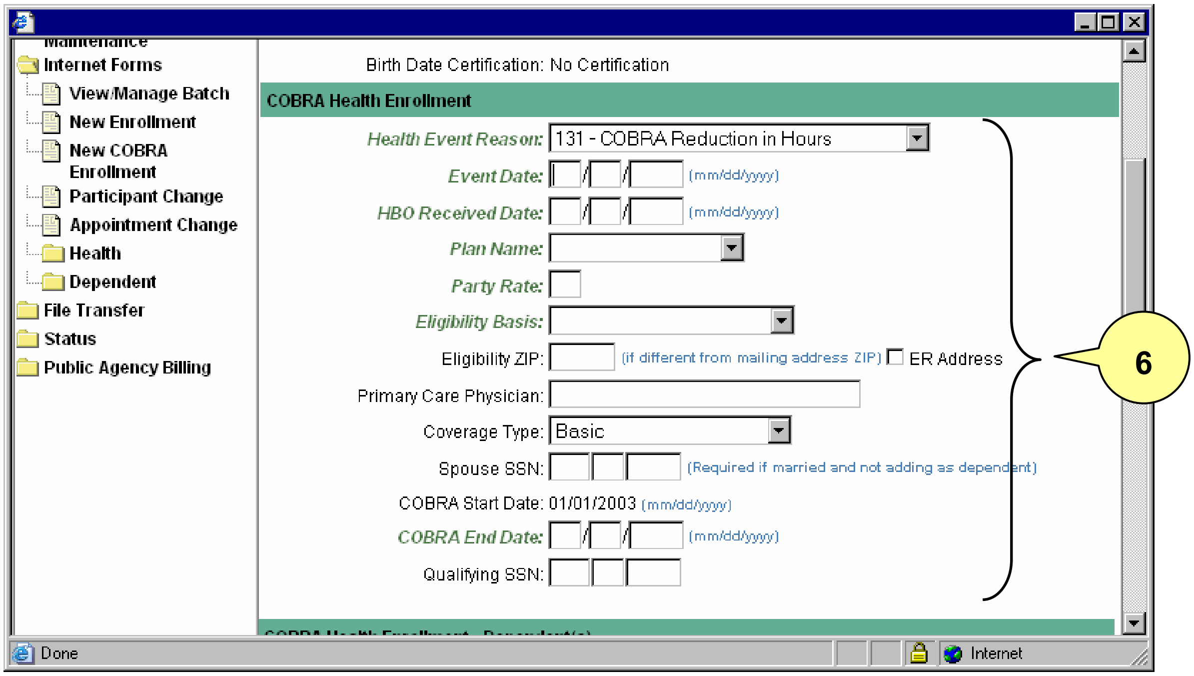
1. From the Internet Forms folder in the Navigation List, select **New COBRA Enrollment**.
2. Enter the COBRA participant's SSN, Health Event Effective Date, and Birth Date. Click **Get Data**.



3. Verify or enter the following: (*__green/bold/italic__* fields are required.)
   - First name
   - Middle name/initial
   - ***Last name***
   - Name suffix
   - ***Gender***
   - Agency Employee ID
   - Employee's (EE) daytime telephone number

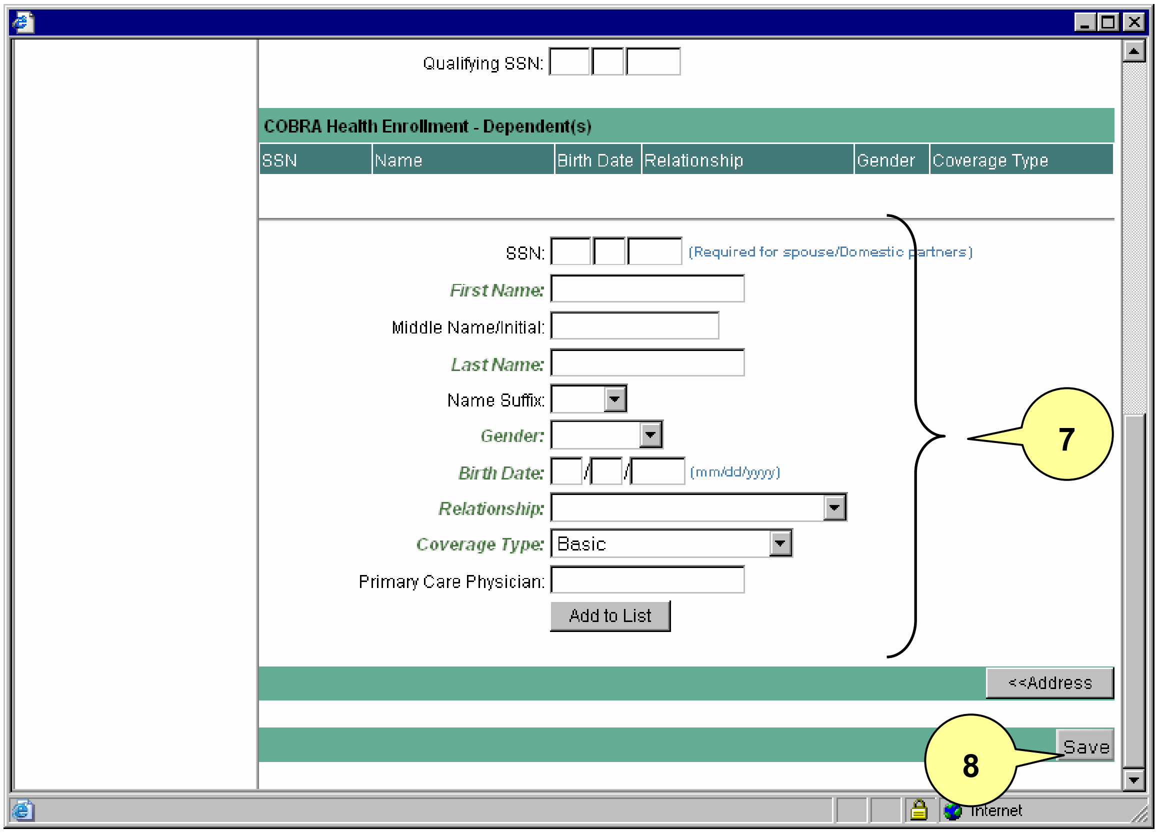



4. Verify or enter Participant's address.
   - Domestic or Foreign Address Type (the default is Domestic)
   - ***Address Type*** (the default is Mailing)
   - Supplemental Address Type
   - Supplemental Address Line (prints above address line to be used with Supplemental Address Type)
   - ***Street Address/PO Box***
   - Additional Address Line
   - ***City***
   - ***State***
   - ***ZIP*** (only first five digits are required)
5. Click **Health**.




6. Enter the Health Enrollment information (*green/bold/italic* fields are required):
    - ***Health Event Reason***
    - ***Event Date***
    - ***Health Benefits Officer (HBO) Received Date***
    - ***Health Event Effective Date***:
    - ***Plan Name***. ACES provides a list of available plans.
    - ***Party Rate***. See Glossary or on-line Help for definition.
    - ***Eligibility Basis***. This field will appear if the Health Event Reason Code selected is 131, 132, 137, or 138. Select "COBRA Qual Subscriber" from the drop-down list. (This does not become a required field for dependents)
    - Eligibility ZIP (Complete this field only if necessary to qualify for a specific plan or if different from mailing ZIP code).
    - ER Address. Check this box when the enrollment is based on the Employer's ZIP Code.
    - Primary Care Physician.
    - Coverage Type (the default is Basic).
    - Spouse SSN. Required if married, unless spouse/domestic partner will also be a dependent on Participant's Health coverage; in that case their SSN is entered in Add Dependent (see Step 7).
    - COBRA Start Date. This field will populate based on the information in Step 2. This is not a changeable field.
    - ***COBRA End Date***.

- Enter Qualifying SSN if the enrollment is for a dependent. The Qualifying SSN is the Social Security Number of the Employee.

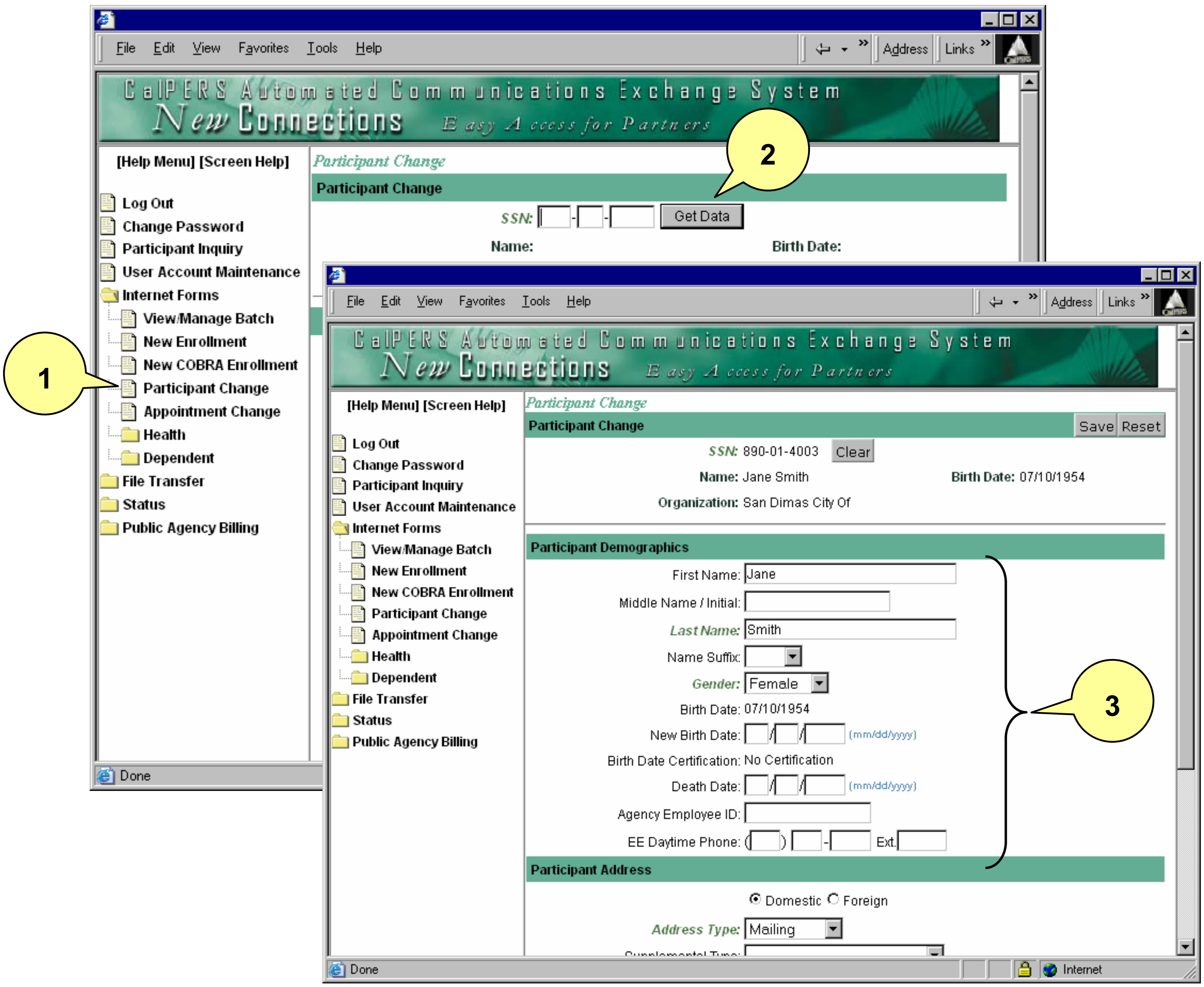



7. If enrolling dependents, scroll down and add dependents or update the coverage type for existing dependents on the list. For additional information about adding dependents, see New Health Enrollment section in this User Guide.
8. Click **Save**.

## Participant Change

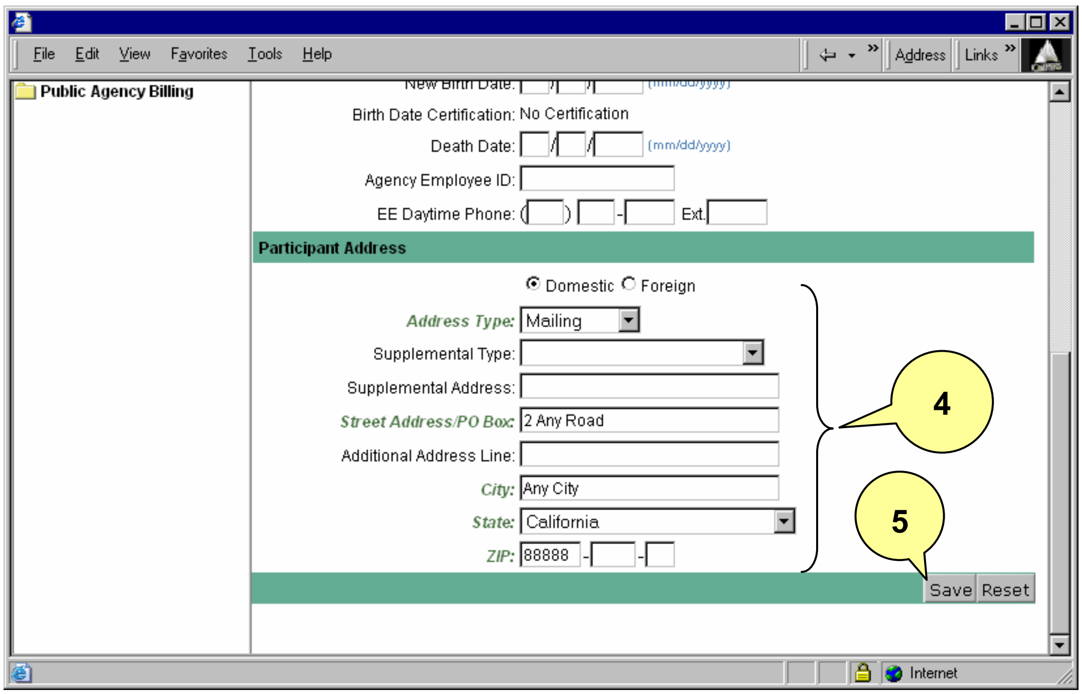
Use this function to edit an existing Participant's demographic information.

1. From the Internet Forms folder on the Navigation List, select **Participant Change**.
2. Enter the Participant's SSN and click **Get Data**. The Participant's previously entered information appears in two sections: **Participant Demographics** and **Participant Address**.




3. **Participant Demographics**: Change or add desired information at the fields listed below (remember that ***green/bold/italic*** fields are required):
   - First Name
   - Middle Name/Initial
   - ***Last Name***
   - Name Suffix

- *Gender*
- Birth Date – Date currently on file is displayed here.
- New Birth Date (Note: If there is a birth date certification, this change cannot be made via ACES. Contact us at (888) CalPERS (225-7377), to have this change applied).
- Death Date
- Agency Employee ID (for your agency's use only)
- Employee's (EE) Daytime Phone Number

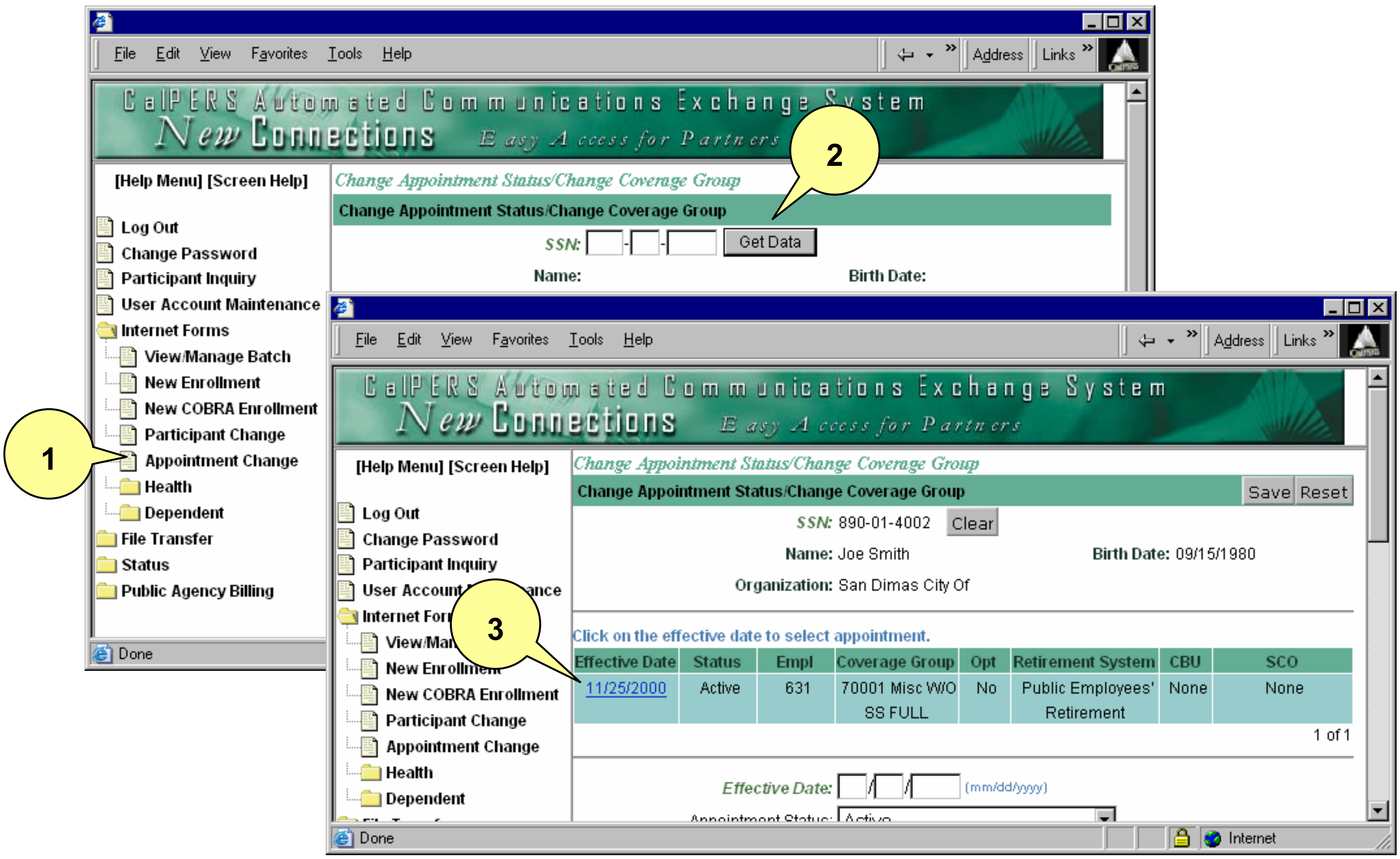



4. **Participant Address**: Change address information by altering the following:
   - Domestic/Foreign address type (the default is Domestic.)
   - *Address Type* (the default is Mailing.)
   - Supplemental Address Type
   - Supplemental Address Line (prints above address line to be used with Supplemental Address Type)
   - *Street Address/PO Box*
   - Additional Address Line
   - *City*
   - *State*
   - *ZIP* (Only first five digits are required.)
5. When all changes are complete, click **Save**.
   NOTE: The effective date of this transaction will be the date the transaction is processed.

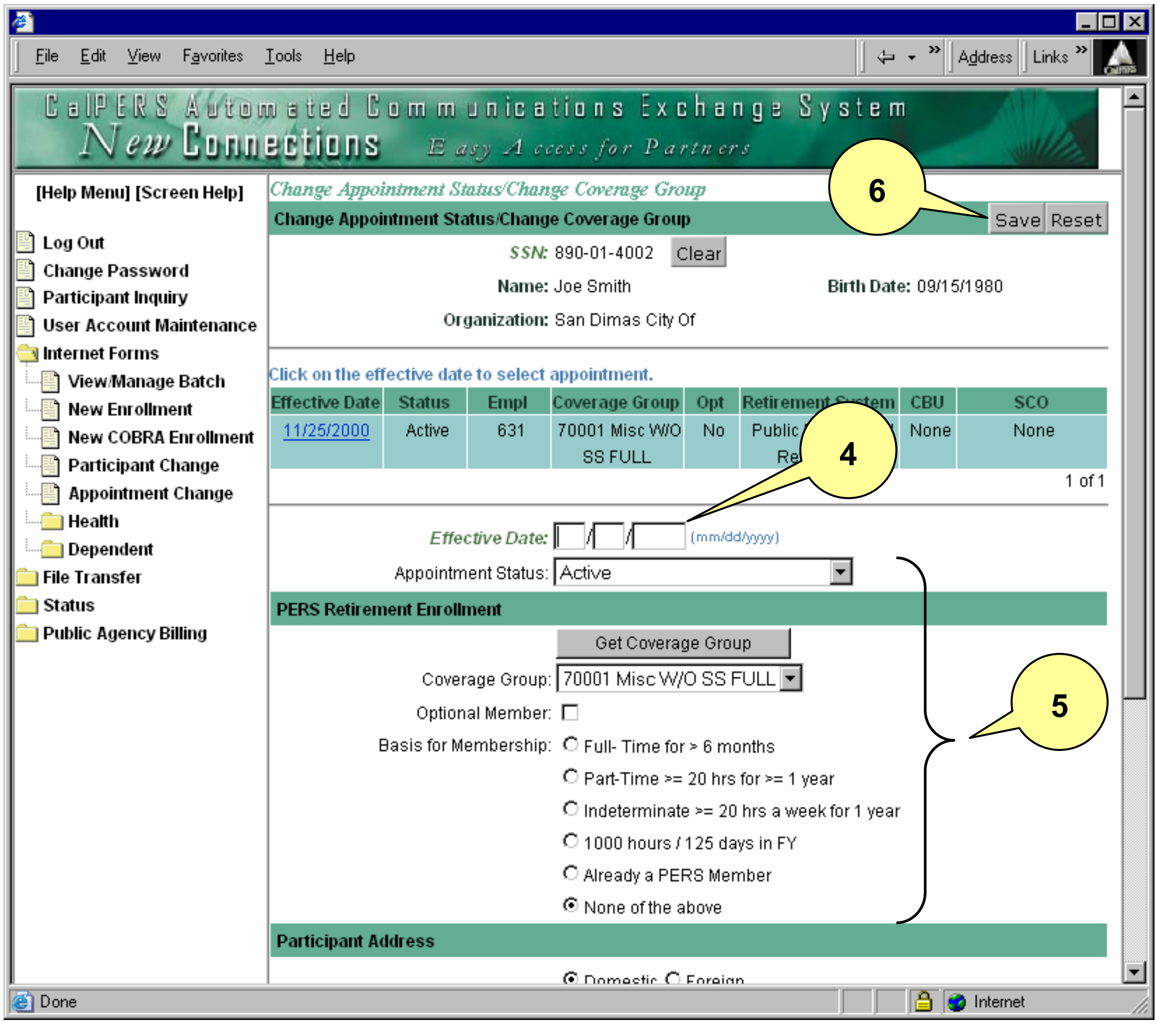
## Appointment Change

The **Change Appointment Status /Coverage Group** changes a Participant's appointment status and/or coverage group. You may also change the Participant's demographics at the same time.

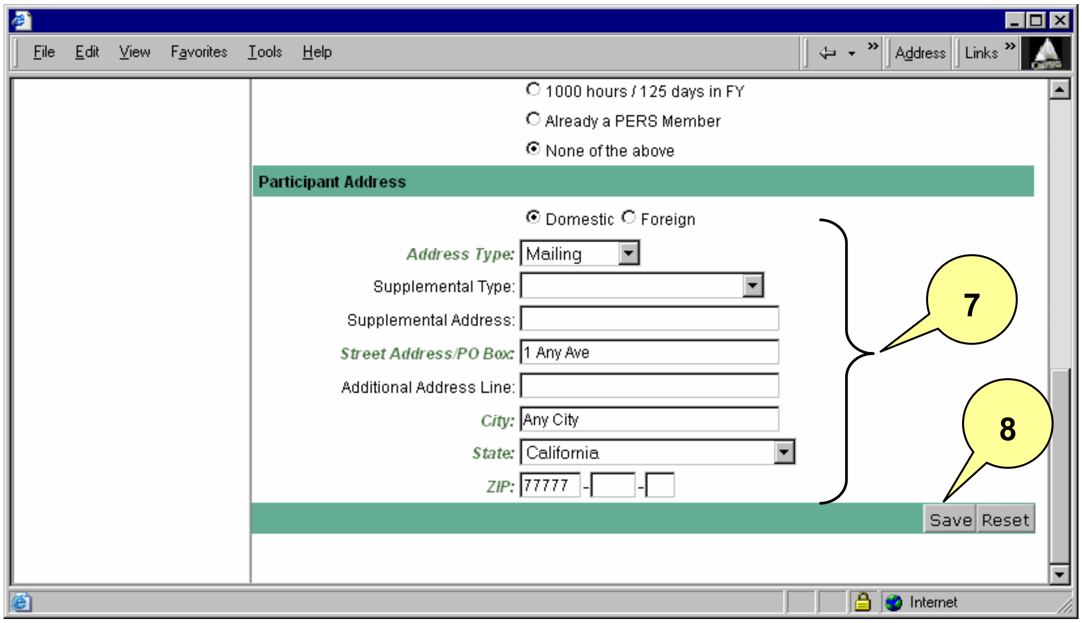
- Appointment Status definitions are listed at the end of the function instructions.




1. Open the Internet Forms folder and click on **Appointment Change**.
2. Enter the Participant's social security number, and click **Get Data**.
3. You will see the screen as it appears above, with the Participant's appointment history by date. Locate the appointment you wish to view and click on the Effective Date. The fields below will populate with appointment information. (If the Participant has more than five appointments, click **Previous** or **Next** to scroll through the history.)




4. Enter the *Effective Date* of change.
5. Change any applicable information as follows:
   - Appointment Status (See Page 43 for definition of options)
   - Click **Get Coverage Group** and change the Coverage Group
   - Optional Member (if applicable)
   - Basis for Membership (if applicable, see Page 28 for definitions)
6. If this completes the changes, click **Save** and continue to Step 9. If you need to change the Participant's address as well, scroll down the page and continue to Step 7.




7. Change address information by altering the following:
   - Domestic/Foreign address type (the default is Domestic)
   - *Address Type* (the default is Mailing)
   - Supplemental Address Type
   - Supplemental Address Line (prints above address line to be used with Supplemental Address Type)
   - *Street Address/PO Box*
   - Additional Address Line
   - *City*
   - *State*
   - *ZIP* (Only first five digits are required)
8. When all changes are complete, click **Save**.

## Appointment Status Definitions

| STATUS | DEFINITION |
|---|---|
| Active | Currently working in this position, or has returned from a leave. |
| Educational Leave (State employees only) | Leave is granted for the purpose of further education. |
| Family Leave of Absence | Approved maternity/paternity leave. |
| Industrial Disability Leave | Worker in a safety classification placed on leave for a work-related injury or illness. Available to local miscellaneous employees by contract amendment only. |
| Layoff | Layoff (or in lieu of involuntary transfer). |
| Leave of Absence | Select this status only when the Retirement System is JRS1 or JRS2 |
| Maternity/Paternity Leave | Leave granted for the purpose of giving birth, and/or caring for a newborn child. |
| Military Leave of Absence | Absent from work due to active service with a branch of the United States Armed Forces. |
| Non-industrial Leave of Absence | Off work and receiving temporary disability payments for a non-job-related injury or illness. |
| Permanent Separation | Left work with no projected date of return. This status must be granted for Participant to be eligible for refund of CalPERS contributions. Selecting this option opens the Status Reason field. (Note: If employee is granted this status and then returns to work at your agency, you are required to enter a new enrollment for that person). |
| Sabbatical Leave Full Pay | On approved leave; receiving full compensation for time not worked. |
| Sabbatical Leave Partial Pay | On approved leave, but is receiving partial compensation. |
| Service Leave of Absence | On approved leave. |
| Special Leave of Absence | (State employees only.) Educational LOA, Partial LOA, or Special Leave for Research or Creative Activity. |
| Temporary Separation | Temporarily separated from employment for a minimum of two (2) months and is expected to return. (NOTE: A separation of fewer than two months is not reported to CalPERS.) Select this status when none of the other status definitions apply. |
| To Alternate Retirement Plan | A non-vested member who is subject to a G.D. 20306 Retirement Plan is working fewer than 20 hours a week, and must switch from CalPERS coverage to the Alternate Retirement Plan. |
| Workers Compensation Leave | Worker in “miscellaneous” (i.e., non-safety) classification is placed on leave for a work-related injury or illness. |